

# Agenda Item Form

Agenda Date: 03/23/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry Bond, (915) 541-4509

## Type of Agenda Item:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Resolution                       | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments                   |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                            |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen               |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input checked="" type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application                    |
| <input type="checkbox"/> Other _____                      |   |   |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

The creation of the new job class will provide consultation, assistance and recommendations to OMB and assigned department heads on budgetary and administrative initiatives aimed at improving programs and services.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits.

## Statutory or Citizen Concerns:

None anticipated.

## Departmental Concerns:

None anticipated.

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CITY OF EL PASO  
INVESTMENT AND FINANCE

AN ORDINANCE AMENDING ORDINANCE 8064 (THE CLASSIFICATION  
AND COMPENSATION PLAN) TO CREATE THE CLASS OF  
**STRATEGIC BUDGET ADVISOR**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That Ordinance No. 8064, the Classification and Compensation Plan, shall be amended as follows:

As recommended by the Civil Service Commission, the class of **Strategic Budget Advisor** is hereby created in accordance with the duties and responsibilities attached hereto. The Code is **5274**. The Grade is **EX I**.

**PASSED AND APPROVED this 6th day of April 2004.**

THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Terry A. Bond  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: March 11, 2004

By: Terry A. Bond  
Secretary

# Human Resources Department

## MEMO

To: Civil Service Commission  
Thru: Terry Bond, Human Resources Director *TB*  
James Sienkiewicz, Classification and Compensation Manager *JS*  
From: Ana I. Sanchez, Personnel Analyst II *AS*  
Date: March 8, 2004  
Subject: New Job Class

Human Resources recommends Commission approval of the classification item listed below. Please refer to the attached proposed job specification.

<u>STATUS</u>	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
Proposed	Strategic Budget Advisor	5274	EX I

The subject job class was requested by the Office of Management and Budget (O.M.B.). The creation of the new job class will provide consultation, assistance and recommendations to O.M.B. and assigned department heads on budgetary and administrative initiatives aimed at improving programs and services, maximizing resource utilization and aligning department goals with the City's strategic plan. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position that meets the need of the department.

The proposed job specification was written in the standard style and format, and reviewed by the Director of Office and Management and Human Resources Director. The City's current methodology for valuing jobs was then applied. The recommended grade shown above establishes an externally competitive as well as internally equitable relationship with other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 3(b), Classification of New Positions.

*"Whenever a new position is proposed, the department head shall forward to the Personnel Director a description of the proposed duties and responsibilities of the position. The Personnel Director shall, after a study of the required duties, responsibilities and qualifications of the position, recommend the appropriate class and grade in the classification plan to which the position should be allocated.*

*"If no appropriate class exists, a new class shall be developed by the Personnel Director, which shall be submitted to the Civil Service Commission for approval and then to the City Council for adoption."*

Approval of this proposed new job class will allow Human Resources to proceed to fill this vacant position through competitive recruitment and examination.

Attachment

Professional and Managerial Branch  
Fiscal and Financial Group  
Budget Series

## STRATEGIC BUDGET ADVISOR

2/04 (AIS)

**General Purpose**

Under general direction, initiate, develop, coordinate, propose and consult with management on budgetary, administrative and strategic initiatives to improve City programs and services, maximize resource utilization, and guide City short and long term financial activities for an assigned group of departments.

**Typical Duties**

Evaluate new opportunities, as requested by targeting, investigating, and making recommendations to management regarding policy issues, and resource management, that contribute to the realization of the City's strategic plan. Involves: Conduct studies of interdepartmental operations and administrative management systems through analysis of organizational structures, information flow, records management, work methods, job descriptions, staffing patterns and functional interactions. Provide consultative research and recommendations to support departmental decision making. Identify program and system weaknesses such as service delivery gaps & operational duplications, and investigate innovative approaches to meet program priorities, maintain public services and promote continuous improvement processes. Evaluate, develop and communicate feasibility and impact of proposal scenarios, and influences of competing issues on attainment of strategic goals and effectiveness of operational plans such as may result from revising policy, reorganizing functions, and implementing new programs. Assist in formulating, interpreting, implementing and aligning departmental missions, goals, objectives, and performance measures with strategic initiatives and priorities. Continuously monitor and evaluate quality, timeliness, efficiency, and effectiveness of revised and newly established services and systems, as well as linkages to City's strategic plan. Provide technical assistance concerning fiscal matters such as staffing, purchasing, payroll, and revenue related activities. Ensure adherence to contractual obligations.

Plan, organize, and advise activities and work programs in the areas of performance management, and budgeting. Involves: Consult and assist department heads with developing fiscal activities such as budget interpretation and preparation, long-range fiscal planning, activity based costing and analysis, and general and specific accounting activities. Prepare and maintain long term City financial plan including cost impact projections of new policies, programs, and facilities, as well as ongoing analysis and coordination of budgetary links to the City's strategic plan. Advise and support assigned departmental staff in planning and organizing budget activities to include preparing budget plan, developing and interpreting performance measures, and short term and long term revenue and expenditure projections. Assist in planning, organizing, and directing City wide Capital Improvement Program by preparing capital budget, establishing City and department capital priorities, coordinating interdepartmental capital projects, and ensuring proper expenditure and accountability of funds. Act as manager for projects relating to financial system implementation and management, territorial and activity based costing studies. Inform management of impending federal and state funding changes, and assist in developing new revenue sources and sound fiscal management alternatives. Conduct periodic studies to determine effectiveness of current financial control methods, management practices and efficiencies.

Supervise assigned supervisory employees. Involves: Schedule, assign, instruct, guide, check work. Guide staff to overcome difficulties encountered, correct errors and rectify complaints. Appraise performance of direct reports and review evaluations by subordinate supervisors. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend hiring, terminating, counseling, disciplining or changing employment status of subordinates.

Perform related professional and administrative duties contributing to the realization of City and department objectives as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by performing specifically delegated functions sufficient to maintain continuity of normal services, if assigned. Engage in special projects and serve on ad hoc committees. Provide designated support for projects or activities overseen by department directors. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees. Utilize various types of electronic or manual recording and computerized information systems. Prepare, oversee, and maintain regular and special status and results reports and records. Monitor trends relating to revenues and cost drivers.

**Knowledge, Abilities and Skills**

- Considerable knowledge of municipal accounting, budget and financial analysis planning and control methods, practices and procedures.

- Considerable knowledge of capital appropriations and expenditures, federal grants administration, fiscal reporting, and capital project management practices and procedures.
- Considerable knowledge of operational and management research methodology and statistical analysis techniques.
- Good knowledge of current theories, principles, priorities, and best practices of public and private administration, including budgeting and staffing.
- Good knowledge of problems associated with staffing and fiscal systems in a large, diverse business or government agency financed by funds received from different sources and administered under various laws and regulations.
- Good knowledge of problems encountered and methods used to plan and conduct operational studies to organize, analyze, interpret, and evaluate findings.
- Ability to perform complex budget analysis, preparation and monitoring.
- Ability to prepare and supervise accurate statistical and financial reports containing findings and recommendations.
- Ability to develop and implement strategic plans.
- Ability to conduct and analyze outcomes of management and feasibility studies and make recommendations to improve administrative policies and procedures.
- Ability to establish and maintain cooperative and effective working relationships with fellow employees, City officials, department heads, city staff, vendors, and the public.
- Ability to impartially and firmly exercise delegated supervisory authority and enforce personnel rules.
- Ability to express oneself persuasively, clearly and concisely, orally and in writing to prepare proposals and make presentations.
- Skill in operation and care of motor vehicle, computer terminal, personal computer, and word processing, spreadsheet or specialized financial software.

**Other Job Characteristics**

- Occasional driving through City traffic.

**Minimum Qualifications:**

Education and Experience: Equivalent to an accredited Master's Degree in Business, Public Administration, Finance, or related field, plus two (2) years of fiscal administration and budget management experience in a large business or governmental organization, including two years (2) in a supervisory capacity.

Licenses and Certificates:

- Texas Class "C" Drivers License or equivalent from another state.

Special Requirements:

- Work beyond standard workday or workweek hours as necessary.

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Human Resources Director

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Department Head